

Department of the Army
US Army Garrison Fort Belvoir
9820 Flagler Road
Fort Belvoir, Virginia 22060-5928
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*FB Regulation 210-11

Licensing

FORT BELVOIR COMMISSARY BAGGERS

Summary. This is a revised regulation. It establishes procedures for the control, issuance, and revocation of commissary bagger licenses on Fort Belvoir, Virginia.

Applicability. This regulation applies to all persons who apply for a commissary bagger license on Fort Belvoir, Virginia.

Supplementation. Supplementation of the regulation is prohibited without prior approval from the Directorate of Family and Morale, Welfare and Recreation, US Army Garrison Fort Belvoir, Virginia.

Suggested Improvements. The proponent of this regulation is the Directorate of Family and Morale, Welfare and Recreation, US Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, (Recommended Changes to Publications and Blank Forms), directly to the Directorate of Family and Morale, Welfare and Recreation(IMNE-BEL-MW), 5820 21st Street, Fort Belvoir, Virginia 22060-5937.

Distribution. This regulation is distributed solely through Fort Belvoir's Homepage at http://www.nec.belvoir.army.mil/pubs/Belvoir/Reg/PDF_TableofContentsRegs1.html

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*This regulation supersedes FB Regulation 210-11, dated 19 April 2005.

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Chapter 1 Overview

1-1. Purpose

This regulation establishes and outlines the Fort Belvoir commissary bagger licensing procedures to improve and maintain uniform standards of safety, security, good order, discipline, and customer service for a positive Commissary shopping experience.

1-2. References

- a. DODI 1344.7, Instructions, 30 March 2006, subject: Personal Commercial Solicitation on DoD Installations,
- b. AR 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007
- c. Memorandum, DeCA, 14 April 2003, subject: Installation Security and Commissary Bagger and Carry-Out Personnel, DeCA Directive 40-6

1-3. General

No person has authority to enter Fort Belvoir and transact a personal commercial business without the permission of the Garrison Commander. Commissary baggers are independent business men and women who are permitted on the installation to carry out their personal commercial business of Commissary baggers. Commissary baggers are not employees of the federal government. No contractual relationship exists between US Army Garrison, Fort Belvoir; the US Army; the Department of Defense; the Defense Commissary Agency or any of its employees. Baggers are permitted none of the benefits or entitlements of government employees or agents.

1-4. Definitions

- a. DoD ID Card Holder: A person holding an active duty, retiree, dependent ID card, DoD Civilian ID card, or those persons holding civilian ID cards (DA Form 1602) who were previously "grandfathered" under FB Reg 210-11.
- b. Non-DoD ID card holder: Any person not listed above.

Chapter 2 Procedures

The following procedures are used to issue and control licensing of applicants who seek to provide bagging/carryout service at the Fort Belvoir Commissary:

2-1. Licensing Requirements

- a. Licensing of Commissary baggers will be limited to those persons who -
 - (1) Are US citizens or holders of "green cards" from the US Citizenship and Immigration Services;

(2) Are DoD ID card holders, i.e., Soldiers, Family members, DoD Civilian employees and retirees who:

- (a) Can speak, read, write, and understand English;
- (b) Are at least 16 years of age;
- (c) Have no criminal records that would disqualify them to be Commissary baggers.

b. Exceptions to this policy can be granted only by the Garrison Commander or the Deputy to the Garrison Commander. The Garrison Commander or his/her designee shall have the authority to deny a bagger license to any applicant over the recommendation of the Commissary director.

c. Licensing of non-DoD ID Card holders is made by the Garrison Commander after the Commissary director advises it necessary for the continuous operation of the bagger function.

d. Licensing will be made chronologically in order of application date. Current baggers who are not DoD ID card holders will be permitted to continue bagging so long as they meet the other requirements of this regulation. The license shall be valid for a period of two years from the date of issuance.

e. A license issued in accordance with this regulation only grants authority to enter US Army Garrison, Fort Belvoir. The authority to bag and carry out groceries at the Commissary is given by the Commissary director who may have additional requirements.

f. Proof of the license issued in accordance with this regulation and any authorization required by the Commissary must be carried at all times while the Commissary bagger is engaged in their business.

2-2. Reasons for Denial or Revocation of Bagger Licenses

a. The Garrison Commander will deny or revoke Commissary bagger permission if it is in the best interest of the command. The grounds for taking these actions will include, but will not be limited to, the following:

- (1) Making false statements on the Bagger License Application;
- (2) Having a criminal record that would disqualify them to be a Commissary bagger;
- (3) Breaking the law established by an off-post civil authority or Army regulations while bagging at Fort Belvoir;
- (4) Failing to comply with the bagger standing operating procedure (SOP). The Commissary director shall provide all baggers with copies of the SOP. It is the responsibility of all baggers to familiarize themselves with the SOP.

b. Permission can be denied or revoked for other legitimate reasons as determined by the Directorate of Family and Morale, Welfare and Recreation (DFMWR) or the Garrison Commander after coordination with the Office of the Staff Judge Advocate (OSJA).

c. The persons whose Commissary bagger license has been denied or revoked may request the Garrison Commander review such denial or revocation after one year.

Chapter 3

Responsibilities

3-1. DFMWR will -

- a. Receive and process applications for bagger licenses;
- b. Receive applications from prospective baggers and checking applicants' identification (DoD ID cards, birth certificates, passport or "green cards"). Each applicant shall be told that they must request their personal 'Combination Criminal History/Sex Offender Searches' record check from the Virginia State Police. Their completed form, SOP-167 (Criminal History Record Name Search Request), shall be mailed directly to the Directorate of Family and Morale, Welfare and Recreation. The cost of such record check shall be borne by the applicant.
- c. Forward applications to the Directorate of Emergency Services (DES) Criminal Investigations Section for a local Army criminal records check;
- d. Approve/disapprove license applications;
- e. Maintain a file of completed bagger license applications and identification;
- f. Forward approved applications to the Commissary director.

3-2. DES will -

- a. Execute a local Army criminal records check of each bagger applicant;
- b. Ensure that there is no current bar to the installation against the applicant;
- c. Sign the bagger license application and indicate the result of the records check. The results of the records check will not be given to the applicant if a criminal record exists. If the applicant wishes to see the file, the applicant will be directed to DES to view, correct, or change information on the record.
- d. Forward the application to the OSJA for determination of legal sufficiency.

3-3. OSJA will -

- a. Review applications for legal sufficiency and conformance with this regulation;
- b. Forward the application with any comments to DFMWR.

3-4. Commissary Director will -

- a. Ensure the quality assurance of baggers. Quality assurance will be monitored under the provisions of applicable DeCA Directives;
- b. Officially reprimand any bagger;
- c. Recommend that a bagger license be revoked. All recommendations will be forwarded to DFMWR for action;
- d. Maintain a file of baggers approved for licensing;
- e. Maintain a list of bagger applicants by priority;
- f. Establish a minimum number of active baggers needed for licensing;
- g. Maintain a file of current bagger agreements;
- h. Maintain photo identification of baggers.
- i. Develop a Commissary bagger SOP for issuance to all licensed baggers;
- j. Require each bagger to have their identification number visible to the cashier and customer at all times while engaged in bagging;
- k. Require the use of English for communications with customers and others while performing bagging functions.

FOR THE COMMANDER:

JOHN J. STRYCULA
Colonel, USA
Commanding

OFFICIAL:



JOSEPH PANTELOGLOUS
Director of Human Resources

Appendix A

License Application

Fort Belvoir Form 390-R, March 05 (Rev), License Application/ Agreement for Bagging Groceries at Fort Belvoir, Virginia

This form can be obtained from the DFMWR or the Defense Commissary Agency (DeCA). This is a reproducible form.

License Application/Agreement for Bagging Groceries at Fort Belvoir, Virginia

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 3012 and E.O 9397 (SSN)

PRINCIPAL PURPOSE(s): Used to process your License Application/Agreement for Bagging Groceries at Fort Belvoir Virginia

ROUTINE USE(s): None. We will use this information to process your License Application/Agreement.

DISCLOSURE: Voluntary. Disclosure of your Social Security Number is voluntary; however, failure to provide information may result in denial of bagger license.

IDENTIFICATION:

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR
OTHER NAMES USED

SSN:

SEX:

___ Male

___ Female

DATE OF BIRTH:

PLACE OF BIRTH:

IF BORN OUTSIDE THE UNITED STATES, PROVIDE IMMIGRATION IDENTIFICATION:

ID:

RACE:

ADDRESS:

STREET

CITY

STATE

ZIP

PHONE:

HOME

CELL

GENERAL INFORMATION:

MILITARY ID CARD HOLDER:

YES ___ NO ___

EXPIRATION DATE _____

(please circle one)

ACTIVE DUTY

RETIRED

FAMILY MEMBER

DEPENDENT

CIVILIAN ID CARD HOLDER

YES ___ NO ___

EXPIRATION DATE _____

Have you ever been arrested or convicted for any offense other than a traffic violation? YES ___ NO ___ If yes, please explain on a separate sheet of paper.

STATEMENT OF APPLICATION:

- a. I understand that I am applying for a license to bag groceries at the Fort Belvoir Commissary. I understand that a license grants permission to enter Fort Belvoir and does not guarantee that I will bag groceries.
- b. I have received a copy of the Defense Commissary Agency, Bagger Understanding for Commissary Baggers, have read it and understand it. I understand that any violation of or non-compliance with the SOP, or any Bagger agreement issued by the Fort Belvoir Commissary may result in the immediate revocation of my Bagger License.
- c. I understand that I am not an employee of any federal agency or activity and that my sole source of income will be from tips received from customers for bagging groceries. I am aware that customers are not required to tip.
- d. The above information is true and complete to the best of my knowledge. I understand that refusal to answer a question, or the submission of incorrect or misleading information may be the basis of denying, suspending or revoking any bagging privilege or license.
- e. I understand that this license is valid for a two year period from the date that it is issued.



DATE:

SIGNATURE:

License Number: _____

Appendix B
Criminal History Record Name Search Request

CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

PURPOSE OF THIS REQUEST (Check only one):			
<input type="checkbox"/> ADOPTION-DOMESTIC	<input type="checkbox"/> ADOPTION-INTERNATIONAL COUNTRY: _____		
<input type="checkbox"/> VISA (INTERNATIONAL TRAVEL)	<input checked="" type="checkbox"/> OTHER (please specify): <u>Employment</u>		
NAME INFORMATION TO BE SEARCHED:			
LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME
RACE	SEX	DATE OF BIRTH / / (MM/DD/YYYY)	SOCIAL SECURITY NUMBER
AFFIDAVIT FOR RELEASE OF INFORMATION:			
I hereby give consent and authorize the Virginia State Police to search the files of the Central Criminal Records Exchange for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.			
State of _____; County/City of _____, to wit: Subscribed and sworn to before me this _____ day of _____, 20 ____.			Signature of Person
My Commission expires _____, 20 ____ My registration # is: _____			Signature of Notary Public
SIGNATURE OF PERSON MAKING REQUEST:			
As provided in Section 19.2-389, Code of Virginia, I hereby request the criminal history record of the individual named in Section 1 and swear or affirm I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.			
State of _____; County/City of _____, to wit: Subscribed and sworn to before me this _____ day of _____, 20 ____.			Signature of Person Making Request
My Commission expires _____, 20 ____ My registration # is: _____			Signature of Notary Public
NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST:			
Mail Reply To:			
Directorate of Family and Morale, Welfare and Recreation ATTN: Commissary Baggers 5820 21st Street Fort Belvoir, VA 22060-5937			
FEES FOR SERVICE:			
FEES:		* FEES For Volunteers with Non-Profit Organizations:	
<input type="checkbox"/> \$15.00 CRIMINAL HISTORY SEARCH	<input type="checkbox"/> \$8.00 CRIMINAL HISTORY SEARCH		
<input checked="" type="checkbox"/> \$20.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH	<input type="checkbox"/> \$16.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH		
* To be entitled to reduced price, services must be on volunteer basis for a non-profit organization with a tax exempt number. Attach documentation to form which supports volunteering status and include organization's name, address, and your tax exempt identification number.			
METHOD OF PAYMENT: (Note: Personal Checks Not Accepted)		Mail Request To:	
<input checked="" type="checkbox"/> Business or Certified Check or Money Order (payable to Virginia State Police) <input type="checkbox"/> Charge Card <input type="checkbox"/> MasterCard  OR <input type="checkbox"/> Visa  Account Number: _____ Expiration Date: ____/____/____ Signature of Cardholder: _____ <input type="checkbox"/> Virginia State Police Charge Account Number: _____		Virginia State Police Central Criminal Records Exchange - NF P.O. Box 85076 Richmond, Virginia 23261-5076 ATTN: NEW FORM	
FOR STATE POLICE USE ONLY - DO NOT WRITE BELOW THIS LINE			
Response based on comparison of name information submitted in request against a master name index maintained in the Central Criminal Records Exchange only.			
<input type="checkbox"/> No Conviction Data - Does Not Preclude the Existence of an Arrest Record <input type="checkbox"/> No Criminal Record - Name Search Only <input type="checkbox"/> No Sex Offender Registration Record		<input type="checkbox"/> No Criminal Record - Fingerprint Search <input type="checkbox"/> Criminal Record Attached Purpose code: <input type="checkbox"/> C <input type="checkbox"/> N <input type="checkbox"/> O	
Date _____ By CCRE/ _____			